

MICROFILMING

" We clearly recognize the need for ensuring the availability of a master set of documents; however, keeping an original document collection poses problems of filing, space, circulation and reference which are almost overwhelming." ²⁶ ₅₋

████████ told Andrews that the problem was urgent and he proposed that the Library microfilm all (underlining AW's) incoming documents, keeping a copy of the document as well as the microfilm. The latter would be available at all times both for viewing purposes and for reproduction in cases where the requester wished to retain a copy. To obtain pp/ Becker estimated that 9 people would be needed for a Microfilm Section in the Library in order to obtain optimum service.

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CIA Library
services
did 16 Oct 51
in folder
CIA Library
44-51.
Box 38-98/1)

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With 617,562 intelligence documents on file in the Library by September 1950, space had become a serious problem. There was no doubt in anyone's mind that microfilming was urgently needed. The Machine Division and the Library worked closely to develop the best sort of system to solve the Library problem. In January 1951

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_____ saw equipment at _____ wherein microfilm was mounted into an IBM aperture card. This system allowed each document that was microfilmed to become a separate entity in itself and not just part of a reel as was generally the case in most microfilm applications up to that time.

On 28 November 1951 ^{proposed} ~~stated~~ to the Project Review Committee that the Library ~~proposed to~~ microfilm all intelligence documents on 16 mm film ^{if} technically feasible.

then at hand was to develop a microfilm processor which, in conjunction with the Intellofax equipment, would ensure that the Library could give to the analyst the ~~papers/pt~~ documents which he asked for. He reported on the status of the project for microfilming documents, with the following equipment either on hand or soon to be delivered. He expected the project to start experimentally in January 1954.

2 microfilm cameras for the purpose of making initial microfilm reels covering all incoming documents; 3 Diebold film processors were available for use in connection with the cameras.

A Microtonics Film Printer had been ordered for copying the original reels. The copy so produced would be cut up ~~into~~ so that the frames could be placed in IBM window punchcards, while the original reels would be placed in the Vital Documents Repository.

The IBM window punchcards were available.

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Microfilming

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Research and testing continued throughout 1951, 1952 and 1953. At a CIA Budget hearing in 1953^{47/}, Dr. Andrews stated that ^{mb's} the Machine Division's prime job was to keep pace with new developments all over the country but that the most important research then at hand was to develop a microfilm processor that, in conjunction with the Intellofax equipment, would ensure that the Library would give to the analyst the documents ~~which~~^{that} he asked for.

Microfilming of incoming documents began officially in March 1954^{48/}. The following equipment^{with} had been ordered and was ~~on hand~~^{Recorded under D Planter} two microfilm cameras for the purpose of making initial microfilm reels, three Diebold film processors, one Microtonics Film Printer for copying the original reels, (one copy of the reel was placed in the Vital Documents Repository),

three Filmsort "mounters" to cut the microfilm reels and install the frames in the aperture cards,^{mb's} one Photostat Printer-Processor^(later called the Photostat Expediter) to make positive prints from the aperture cards,^(see figure 7)

The aperture card was a punch card which had information identifying the microfilmed document printed across the top and 16mm film images of an intellofaxed document mounted in apertures (openings) on the right-hand side. Aperture cards varied in that a single aperture might contain one, two, three or four apertures. Each aperture contained a maximum of two film images, each image being one page of a document.

The basic procedures of microfilming documents did not change materially until 1968 when 35mm film replaced 16mm for the preparation of aperture cards.

* Detailed procedures ~~for~~ were outlined in "Reference Aid on Machine Support Service" ^{48/} (CIA/CR 25-3, December 1959 sub: Reference Aid on Machine Support Services, in CRS Historical Files.

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At no expense to the Agency, but at OCD's suggestion, the [REDACTED]

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[REDACTED] undertook the development of a new machine to reproduce prints ~~xxx~~ of microfilm negatives mounted in IBM-Filmsort (aperture) cards. Because no other machine existed at that time which could perform the necessary task for OCD's microfilm project, Dr. Andrews requested ~~of~~ an expeditious procurement of the automatic one-step reproduction equipment at a cost of approximately \$3,950. This ~~Photostat Expediter~~ (later ~~six~~ were on hand) was the basic equipment for copying documents and aperture cards.

Memo, AD/CD to Chief, Contracts Branch, P & SO, 20 Nov 53, sub: Request for Purchase of Photostat Copy-Card Filmsort Type Machine, C. (in Chrono 53 58-98/5)

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Microfilming--page 3

3 Filmsort "mounters" to cut the microfilm reels and install the frames in the window cards had been ordered. Delivery was expected ~~shortly~~ *in November*.

A Photostat Printer-Processor had been designed and built in pilot model (at no cost to CIA for development). This machine would enable OCD to make positive prints from the microfilm frames in the window cards.

The ~~actual~~ microfilming of ~~incoming~~ documents began *officially* in *March* ~~April~~ 1954. ~~The incoming reports were microfilmed immediately upon receipt.~~ Each aperture card contained 8 frames, representing 8 pages of a document. The first series of documents to be microfilmed were the State Department reports. This was followed by Air Force ^{FROM} (in original ozalid form to be returned to Air Force) in April, Army and Navy reports in July, and the last segment- CIA reports in September 1954. The aperture cards were filed in the Circulation Branch of the Library by control number assigned to the document.

With full scale microfilming in effect, the Library and the Machine Division soon decided late in 1954 not to microfilm NODEX documents because their contents did not warrant indexing.

In April/May 1955 this decision was amended so that microfilming would occur only for those NODEXES which were single copy, required further routing, ~~or~~ contained enclosures, or were of CIA origin, thus ensuring an inviolate copy in the Library.

or Batch

In the step-by-step processing ^{not} procedures established for the flow of documents ~~through the Batch system~~, microfilming occurred after indexing, so that NODEX determinations could be made.

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This had one big disadvantage in that the microfilm of the document
other
was not in file until after all processing had been completed.

~~Head of the line microfilming of documents did not seem~~

became

Print service from the aperture file was the responsibility
of the Circulation Branch of the Library. ~~During the~~ There

were a number of discussions by OCD management whether this

operation should revert to the Machine Division, but the Library
mechanical developments or equipment developments or
wished to keep the operation. Any mechanical problems connected
aperture file ~~card system~~ problems connected
with the ~~machines~~ were the responsibility of the Machine Division, such
as experimenting with improved aperture card positioners for Filmsort
viewers, and with methods of printing documents from the microfilm
viewers.

memo from
Hudson
AD/KR
13 Nov 54
Rev. in past
2 years
(WD 1947-58
in B or
60-548/1)

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OCD's Microfilming Program
(Memo from [REDACTED] Ex/OCD to C/MMD re subject) 11 April 53
in Folder "Chrono 1952-53 Box 58-98/6

When preparing the revision of this memo, I think it advisable that you meet with the Library to be sure that the "technical processing" decisions which are made are entirely compatible with the "service" requirements of the Ref. and Cir. Branches

I suggest the final paper be organized as follows:

Part I. Technical Processes (to be written by MMD)

Part II Lib. Services and Files (by Ly)

Part III.- Space and Personnel Adjustments (by Adming)

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MICROFILMING

1953

Box 59-875/1

(In folder "Topics to be discussed in CIA Budget Hearing Thurs. Oct. 22, 1953)

What is the latest status of the project for microfilming batch documents?

Status:

2 microfilm cameras for purpose of making initial microfilm reels covering all incoming documents ; 3 Diebold film processors are available for use in connection with these cameras

A Microtronics Film Printer has been ordered for copying the original reels. The copy so produced will be cut up so that the frames may be placed in IBM window punchcards, while the original reels will be placed in the Vital Documents Repository for preserva.

The IBM window punchcards are available.

3 Filmsort "mounter" to cut the microfilm reels and install the frames in the window cards, have been ordered. Delivery expected in 2 weeks

A Photostat Printer-Processor has been designed and built in pilot model (at no cost to CIA for development) This machine will enable us to make positive prints from the microfilm frames in the window cards. The pilot model works well, and requires only minor adjustments before delivery in Nov. or Dec.

Expect to make experimental start on project in Jan 1954.

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March 1950

Answer by [redacted] on his complaints of the Intellofax System (27 March 51); Answer 5 April 1951 (In Folder CIA Library 1949-1951 Box 58-98/1)

"Availability of documents: This problem has received detailed

consideration in the Library. We clearly recognize the need for ensuring the availability of a master set of documents; however, keeping an original document collection poses problems of filing, space, circulation, and reference which are almost overwhelming. Therefore, in March 1950 we began experimenting with a microfilm

and print procedure which would guarantee that every document received in the OCD Batch System would be permanently on file. O/RR and other operating offices in CIA have given their concurrence to this radical change in procedure and ~~SECRET~~ estimated that we will be able to start microfilming the single-copy material immediately."

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MICROFILMING

Secret

5 October 1951. Memo from Dr. Andrews to AD/OIC (in Folder CIA Library 1949-51. Box 58-98/1)

2. "The Library proposed that it microfilm all intelligence documents currently received, keeping a copy of the document as well as of the microfilm. The document itself will be a Reference Copy, available on loan for a period not to exceed 1 week. The microfilm would be available at all times both for viewing purposes, as well as for reproduction in such cases where the requester wishes to retain a copy.

To obtain this ~~optimum~~ type of optimum service, the CIA Library estimates the following additions to its current T/O:

3. 9 people for a Microfilm Section topped by a GS-7

The problem as presented is urgent and is a continuing one.

1. The CIA Library wishes to offer maximum library services to all offices. It is now faced with the ~~dilemma~~ of coalescing two variations in point of view as to these services. On the one hand some of the library users insist on an inviolate set of documents in the Library at all times. On the other hand, some insist on the availability of library materials to their respective offices upon demand. These conflicting views now reach the Office level. To resolve the problem requires a decision from your Office based on coordinated Agency opinion.

Same updated by Becker - 16 Oct 51 as original 17 Recommendation 4 of "CIA Library Services"

Need to microfilm: Plans to microfilm documents acquired by the CIA Library in order to conserve space and to supply ~~request~~ reproduction copies on request without the delay of tracing and recalling the file copies that are out on loan.

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FILMSORT

(see Folder "Chrono 1952-53"
58-98/6)

Conf Memo from Andrews to Chief, Contracts Branch, P & SO 20 Nov 53

Request for Purchase of Photostat Copy-Card Filmsort type Machine
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~~_____~~ undertook the development of a new machine to reproduce prints of microfilm negatives mounted in IBM-Filmsort card. We understand that this particular automatic one-step reproduction equipment will be ready in mid-November. No other machine exists that can perform this necessary task for the advanced OCD microfilm project.

Secret Projects to be Undertaken within the Year 27 Jan 53 (Folder "Chrono 52-53")
Memo from AD/CD to AD's all over agency

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The MD expects to obtain from the ~~_____~~ a printing and processing machine to produce immediate prints from 5 x 8" cards, and a printing and processing machine to produce 5" x 8½" prints from 16mm film contained in IBM aperture cards (prints to be produced in 45 seconds or less)

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From Reel 1 - OCD Monthly Reports Machine 8, Jan 51
(19 Jan 51 - 19 Jan 52)

A demonstration of Filmsort equipment was made by Filmsort Co. before which has really more of a system wherein microfilm is put on a card which may be any kind of card from an IBM card to an ordinary 3x5 card either in an aperture which is embossed in the card so that the edge of the microfilm can be recessed into the embossed groove of the card & not increase the overall thickness of the card. Such a system

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allows each to that is microfilm
It is not to get paid of a reel

as is generally the case in most
neofluor applications

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NEED FOR MICROFILMING

(in Folder marked Historical Extra Copies

Office of Collection and Dissemination Prepared by Andrews
August 1954 for the Clark Committee) Box 59-875/1

Good as it is, the Intellofax System is incapable of solving some reference problems which are always before us. The Library could not possibly file multiple copies of every report on the chance that several might some day be needed, and a good many of the important records are only received in single copy anyhow.

p. 16/17

Machine Div and the Library are now working of a system which is expected to solve this problem. All incoming reports will be microfilmed immediately upon receipt, and the separate microfilm frames will be mounted in IBM punch cards. Each card will contain 8 frames, comprising a leader frame containing the same info that is now printed on the fax cards, and 7 other frames representing 7 pages of an intel. repy.

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INTELLOFAX_-page 43

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Microfilming

A screening committee of librarians and machine people

^{the Executive Branch}
and chaired by [REDACTED] was established to scan all documents at the intake point and to work up proper procedures. The first documents microfilmed ^{in March 1954} were State Department despatches. These were followed ^{in April} by Air Force reports (from an original ozalid copy, which had to be returned to the Air Force within 48 hours) ~~in April~~; by Army and Navy reports in July; and by the last segment--CIA reports--in September.

The aperture cards were filed in the Circulation Branch of the Library by control number assigned to the document. 35mm reel film was used for documents over 50 pages in length. Bulky and oversized documents were not microfilmed. The remainder of the documents were photographed on 16mm film. (See page 46 for microfilm designators of control numbers on source cards.)

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With full-scale microfilming in effect, the ^{m.p.} Library and the ~~Machine Division~~ ~~soon~~ decided late in 1954 not to microfilm NODEX documents because their contents did not meet indexing standards. In April 1955 this decision was amended so the microfilming would occur only for those NODEXES that were single copy, required further routing, contained enclosures or were of CIA origin, thus ensuring an inviolate copy in the Library.

In the step-by-step processing or batch procedures established for the flow of most documents, microfilming occurred after indexing, so that NODEX determination could be made first.

This had one big disadvantage in that the microfilm of the document ^{was indexed} was not on file until after all other processing had been completed.

INTELLOFAX--page 44

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Microfilming

Print service from the aperture film became the responsibility of the Circulation Branch. Any equipment developments or problems were the responsibility of the Machine Division, such as experimenting with improved aperture card positioners for Filmsort viewers and with methods of printing documents from the microfilm viewers.

Dr
With the inauguration of the complete microfilming program, the Machine Division was given permission through an inter-agency agreement to furnish ^{the National Security Agency (NSA)} ~~NSA~~ with a film copy of all material received and microfilmed by OCD.

off
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~~The use of the Photostat Expediter in making copies of documents~~